

ADM-10-7  
*[Signature]*  
21 July 1966  
DD/S&T 3814/66

MEMORANDUM FOR: Executive Officer, DD/S&T

SUBJECT: ORD Instructions for Preparation of  
Contracts (attached)

REFERENCE: Our Discussion of 19 July 1966

1. Reference established that comments would be provided to you on the attached ORD office instructions. Paragraph 2 contains these comments. In general, we are in full agreement with the intent of the ORD instructions and feel that they will complement the Handbook. The latter will be ready for release in part (ADP of Contract Information) by the week of 8 August - consistent with Print Plant promised delivery, procurement of covers and the small amount of necessary art work.

2. All subsequent references are to paragraphs of the ORD instructions:

a. Reference Section I Para 3b - Suggest that ORD may wish to review and perhaps rewrite or expand this section to provide a better prospective, particularly as it related to their statement quoted in part " ... there is no legal obligation incurred on the part of the government , etc." They should refer to the Procurement Handbook, [REDACTED] 6 April 1966, Para. 13.

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b. Reference Section III, Para 2 - Suggest that ORD may wish to contact Office of Logistics and discuss the requirement for a first inspection report 30 days after a project officer has been

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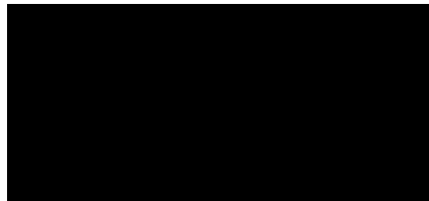
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(attached)

25X1A notified of the start of a contract. In general, OL has indicated a 60 day inspection report cycle. They should refer to the Procurement Handbook, [REDACTED] 6 April 1966, Para. 19a.

25X1A c. Reference Section III, Para 2 - Suggest that ORD may wish to specify the type contract (CPIF, FPIF, and CPFF) where such reports are required. Further, their specifications for costing data does not appear consistent with OL instructions. They should refer to the Procurement Handbook, [REDACTED] 6 April 1966, Para. 22 a (3) (a) (b).

d. Reference Attachment D and Section II, Para 1 - Form 2420 is not used by this Directorate; the DD/S&T Form 2416 is used in lieu of the other form. ORD may not be aware of this change since implementing instructions have not been issued (Reference DD/S&T 2927-66, 1 June 1966). It is our understanding that you intend to issue these in the near future and that [REDACTED] has 25X1A redesigned the Form 2416, which is now awaiting approval by the Agency Forms Management Group.

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Attachment  
25X1A

cc: Mr. [REDACTED]